

# **INSTRUCTIONS FOR CALIFORNIA LIBRARY LITERACY SERVICE BUDGET REQUEST**

## **6<sup>th</sup> and Subsequent Year Programs**

Complete CLSA Form-46 Page 2 to support the California Library Literacy Service (CLLS) activities planned for your library following these instructions:

### **Explanation of Lines 1 through 6**

1. **Personnel** - Enter the amount to be expended for salaries and benefits for all program persons employed directly by the library. Short term staff employed under personal services contracts are to be listed under operating expenses (Row 3a).
2. **Library Materials** - Enter the amount to be expended for library materials purchased to support the CLLS program. These may include:
  - a) Collection for new readers' instruction.
  - b) Materials for professional development of staff.
  - c) Collection about literacy for public awareness.
3. **Operations** - Enter the total operating expenses to be incurred by the CLLS program. Enter the breakdown per line item as follows:
  - a) Contract services - Long term or short term staff employed under personal services contracts and contracts for products to be used for literacy.
  - b) Travel - Expenditures made to support travel expenses incurred by personnel performing services for the CLLS program. CLSA funds may not be used for out of state travel.
  - c) Office supplies.
  - d) Printing – All duplicating, photocopying and printing costs.
  - e) Instructional Resources - Materials used in regular instructional activity, often retained by instructors and learners (not to include materials acquired for circulation, which are "Library Materials").
  - f) Communications - Telephone, telecommunication, postage, and all other communications expenses.
  - g) Other - All other operating expenses incurred by the program which do not fit into the above six categories from 3a to 3f. It is unusual to have expenses in "other".

4. **Equipment** - Long-term, depreciable items that are not part of the annual operating budget.
5. **Indirect** - Enter any indirect costs or fiscal agent fees charged to the CLLS program during the budget year. If the basis for determining “indirect” is different from the previous year, you must attach a separate sheet describing exactly which services are provided to the literacy program in exchange for the indirect costs/fiscal agent fees and how charges are allocated. Such services generally include customary charges for payroll processing, accounting, space, utilities, etc., as designated by city, county, or library district administration.
6. **Total** - For each column sum rows 1 through 5 down the page.

#### **Explanation of Columns a through c**

- a. **Total CLSA Budget Request** - Enter the CLSA budget request for the categories listed above. Also indicate expenses for operations (a-g) as provided.
- b. **Other Budget** - Enter all the Other funds budgeted for the CLLS program. The total in this column must be at least as much as the amount certified previously on CLSA-68, since your CLSA award is based on the certified amount. When expenditures during the year fall below the budgeted amount, a corresponding portion of the CLSA matching funds should be reserved for return to the State Library.

Do not include in-kind resources here. Although this information is essential in developing a true picture of overall program cost, it must be kept separate from budgeted funds.

- c. **Total Yearly Budget** - Add the Total CLSA budget (column a) to your Other funds (column b).

**California Library Literacy Service  
Matching Funds  
Fiscal Year \_\_\_\_\_**

**PLAN OF SERVICE ABSTRACT**

1. Library Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Contact  
Person: \_\_\_\_\_

4. Telephone No: \_\_\_\_\_

5. Electoral District(s):                      Assembly: \_\_\_\_\_

State Senate: \_\_\_\_\_

6. # of literacy FTE: \_\_\_\_\_

7. Principal Outcomes:

**Goals**

Number of Adult Learners To Be Served      \_\_\_\_\_

Number of Tutors To Be Trained                      \_\_\_\_\_

Number of Library Branches To Be Included \_\_\_\_\_

8. Proposed Program Operating Budget

CLSA Request:                      \$ \_\_\_\_\_

Other Revenues:                      \$ \_\_\_\_\_

**TOTAL:**                                      \$ \_\_\_\_\_

9. Signature \_\_\_\_\_

Library Director

10. Date: \_\_\_\_\_

**CLLS Plan of Service Narrative, Matching Funds**  
**Fiscal Year** \_\_\_\_\_

**Library Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Use this page and additional pages as needed to describe how your library will use the CLSA matching funds for the California Library Literacy Services requested for the current fiscal year.

**CLSA Program Budget Request for California Library Literacy Service Programs**  
**Matching Funds**  
**Fiscal Year** \_\_\_\_\_

Name of Library \_\_\_\_\_

Library Director Signature \_\_\_\_\_

Date \_\_\_\_\_

| Budget Categories               | (a)<br>CLSA<br>Budget<br>Request | (b)<br>Other<br>Budget | (c)<br>Total<br>Estimated<br>Yearly<br>Budget<br>(a + b) | Approved CLSA Budget<br>(Completed by CLSA)<br><br>_____ Dr. Kevin Starr |
|---------------------------------|----------------------------------|------------------------|--|--|
| 1. Personnel<br>(Inc. Benefits) |                                  |                        |  |  |
| 2. Library<br>Materials         |                                  |                        |  |  |
| 3. Operations<br>Total (3a-3g)  |                                  |                        |  |  |
| 3a. Contract<br>Services        |                                  |                        |  |  |
| 3b. Travel                      |                                  |                        |  |  |
| 3c. Office<br>Supplies          |                                  |                        |  |  |
| 3d. Printing                    |                                  |                        |  |  |
| 3e. Instructional<br>Resources  |                                  |                        |  |  |
| 3f.<br>Communications           |                                  |                        |  |  |
| 3g. Other                       |                                  |                        |  |  |
| 4. Equipment                    |                                  |                        |  |  |
| 5. Indirect                     |                                  |                        |  |  |
| 6. TOTAL                        |                                  |                        |  |  |